

# **FIRE CHIEF**

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M130

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position is responsible for planning, directing and overseeing the operations of the Fire Department, including fire prevention, fire suppression, emergency medical services, building inspection and related code enforcement, with accountability for results in terms of costs, personnel and methods. The Fire Chief supervises department personnel, through subordinate supervisors, in the performance of their duties; and communicates with public in matters related to departmental activities and responsibilities.

## **SUPERVISION RECEIVED**

This position is appointed by the City Council under Charter and receives general policy direction from the Mayor and City Council. The Fire Chief receives general supervision and direction of the City Manager.

## **SUPERVISION EXERCISED**

This position is responsible for 25-50 FTE, including a volunteer force of approximately 100 individuals.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Establishes departmental goals and objectives. Plans and develops departmental programs and facilities based on analysis of City growth patterns, existing fire and life risks, workload, staffing levels, and related economic, legislative and judicial influences to provide appropriate and effective fire safety and emergency medical services to the community.
2. Assigns, supervises and evaluates work of Department personnel through subordinate supervisors. Hears grievances and administer disciplinary action. Interviews and effectively recommends hiring and termination actions. Ensures the provision of adequate training within department.
3. Prepares initial department budget request. Manages and monitors approved department budget. Reviews and approves expenditures. Reviews budget progress and makes necessary modifications.
4. Coordinates departmental working relationships with other emergency safety agencies, City departments, special interest groups and the general public. Makes public presentations to interested groups, schools, etc. Maintains communication with media representatives to ensure cooperative effort and accurate reporting of activities.
5. Attends City Council and various other meetings, providing input and receiving direction or other information. Drafts and/or recommends resolutions and ordinances and reports for Council action or information. Ensures City officials are properly informed of department activities.
6. Responds to and provides direction and control at fires or other emergencies and oversee fire suppression, hazardous material and natural disaster operations and prevention activities.

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7. Ensures compliance with and follow all safety rules and procedures established for work areas.

## **OTHER JOB FUCNTIONS**

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Broad knowledge of fire science/EMS/rescue administration, practices and procedures, hazardous materials, fire risk analysis techniques, fire ground command, emergency management operations, personnel supervision and practices, federal, state and local laws affecting areas of responsibility, and safety precautions.

### **Skills**

- Skill to establish and maintain effective working relationships with individuals from diverse backgrounds.

### **Ability**

- Ability to communicate effectively with the public, members of outside agencies, and employees.

## **EXPERIENCE AND EDUCATION**

BA or BS degree in fire, public, or business administration, or closely related field and ten years of fire and EMS experience with at least three years in a position with full supervisory responsibilities; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

## **DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS**

EMT rating, and previous experience in an equivalent position is desired.

## **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may weigh up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, motorized vehicle, etc. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

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## **WORKING CONDITIONS**

Typically, position works under usual office working conditions. The noise level in the work environment is typical of most office environments. Approximately 5% of the work period is spent in response to emergencies with related hazards.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 05/01